



## CLERK

Job Code: 2135

EEO Class Code: Office / Clerical

Union Status: CWA

FLSA Code: Non-Exempt

Salary Grade: h15

### NATURE OF WORK

Routine clerical work which follows well established procedures.

### ILLUSTRATIVE EXAMPLES OF ESSENTIAL DUTIES

- Counts, sorts, and files material alphabetically, numerically, or by other predetermined categories
- Withdraws material from files upon request and keeps record of materials removed
- Makes simple postings to records according to prescribed procedures and performs simple computations on data available from such records
- Acts as a receptionist, answering the telephone and directing callers to the proper places on the basis of their business requests
- Opens, sorts, and distributes mail and other correspondence
- Operates a variety of general office machines, including the incidental use of the typewriter
- Receives and delivers supplies and materials
- Receives and accounts for monies, such as petty cash accounts, greens and pool fees, traffic fines, etc.
- Does related work as required

### KNOWLEDGE, SKILLS AND ABILITIES

- Some knowledge of business English, spelling, and arithmetic
- Some knowledge of general office practices and procedure
- Ability to learn assigned tasks readily and to adhere to prescribed routines
- Ability to learn to operate standard office equipment
- Ability to make simple arithmetic computations accurately and with reasonable speed
- Ability to understand and carry out oral and written instructions
- Ability to establish and maintain effective working relationships with other employees and the public

### MINIMUM REQUIREMENTS

- Combination of six (6) months training and/or experience in general office or related clerical work

### PHYSICAL REQUIREMENTS

- Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact
- Physical capability to effectively use and operate various items of office related equipment such as, but not limited to, word processor, calculator, copier, and fax machine
- No significant standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, handling, sitting, pushing, and pulling

## SUPERVISION RECEIVED

- General and specific assignments are received
- Work follows prescribed procedures and is subject to audit and review

## SUPERVISION EXERCISED

- None